US Department of Education

**FAFSA on the Web Redesign
Use Case Specification: Federal School Code Verify
within Application**

Version 4.3

Revision History

Date	Version	Description	Author
11/8/00	1.0	Federal School Code Search Standalone	Modernization Partner
11/16/00	2.0	Added Error Trapping	Modernization Partner (Larry Bach)
11/17/00	3.0	Added Diagram Checked file names – complete /Sandy Edited Business Rules /Nina Renumbered Flow Elaborated Description /Sampson Edited Post Conditions /Sandy Added NCS comments: assumption	Modernization Partner (Jenny Connelly)
12/8/00	3.3	Added Business Rules Added Assumptions Added Alternate Flows Move Navigation links from Business Rules section to Navigation Links section (Nina 12/20/00)	Modernization Partner (Jenny Connelly & Nan Li)
1/23/01	4.0	Added Search Alternate flow	Modernization Partner (Jenny Connelly & Nan Li)
1/30/01	4.1	Imbedded Basic Flow Wireframes Added Alternate Flow Diagram	Modernization Partner (Jenny Connelly & Nan Li)
3/5/01	4.2	Added Federal to School Code Search Replaced TC with VC in Business Rules section Added Housing Plan instructions to wireframes Updated wireframes within use case	Modernization Partner (Jenny Connelly & Nan Li)
3/5/01	4.3	Accepted changes.	Modernization Partner

Table of Contents

Use Case Specification: Federal School Code Verify within Application

1. Use Case Name: Federal School Code Verify within Application

1.1 Brief Description

This use case describes how an Applicant completes the Federal School Code Verify within the Application. You can use the Federal School Code Search to **Verify** for a Federal School Code, if you think you already know the code for a school.

1.2 Note

- Navigation to get page-specific help messages is not documented in this use case. Please refer to "**FAFSA_WEB_Help.doc"** for more information.
- Description of concept, data, variables and database interactions is defined in "**FAFSA_WEB_Glossary.doc.**"
- Edit error process (validation and error display) is defined in "**FAFSA_WEB_Edit_Error.doc.**"

2. Actors

#	Actor Name	Actor Type
1	Applicant	Primary

3. Assumptions

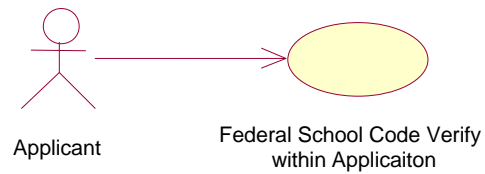| #	Assumptions
1	Applicant enters valid school code.
2	Applicant selects **VERIFY.**
3	System returns valid school name associated with code.
4	Applicant selects **SUBMIT CHECKED SCHOOL CODES.**
5	Applicant is satisfied with the selection and stops**.**

4. Pre-Conditions

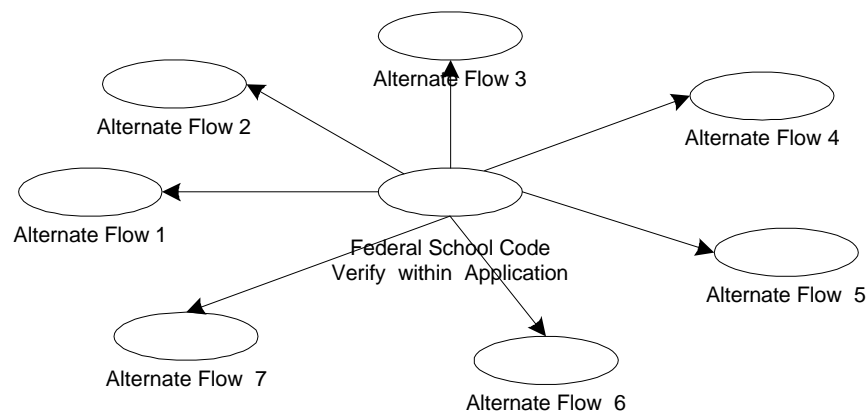| #	Pre-Conditions	Wireframe
1	Applicant begins at the home page	home.htm
2	Applicant selects: **COMPLETING A FAFSA**	Complete001.htm
3	Applicant selects: **FIRST TIME FAFSA ON THE WEB**	Complete013.htm
3	Applicant chooses to complete Option 2: I Know the Federal School Codes I Wish To Add	app\FillOutApp\filloutapp_step6a.htm

5. Post-Conditions

#	Post-Conditions	Wireframe
1	None	

6. Diagram

Applicant

Federal School Code Verify
within Applicaiton

7. Alternate Flow Diagram

Alternate Flow 3

Alternate Flow 2

Alternate Flow 4

Alternate Flow 1

Federal School Code
Verify within Application

Alternate Flow 5

Alternate Flow 7

Alternate Flow 6

8. Flow of Events

7.1 Basic Flow

Basic Flow				
#		Events	Data Elements	Wireframe
1.1	→	This use case begins when the Applicant chooses to complete Option 2: I Know the Federal School Codes I Wish To Add		app\FillOutApp\filloutapp_step6a.htm
2	→	Applicant enters data to: Enter School Code(s)	=> szINSTCODE1, szINSTCODE2, szINSTCODE3, szINSTCODE4, szINSTCODE5, szINSTCODE6, At least one of the code should not be blank when applicant clicks on **VERIFY**	
3	→	**VERIFY**		

app\FillOutApp\filloutapp_step6a.htm

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2001 - 2002 FAFSA on the Web

FAFSA on the Web Intro

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6 Schools to Receive Results

7 Provide Preparer Info

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10 Submit Your FAFSA

Step 6: List Schools You Want to Receive Your Results

Step 6, you can list up to six colleges that you would like to receive your 2001-2002 application information (if you are applying to more than six colleges, please select this link to find out what to do). This information also includes the housing plans you have for attending these colleges. You can add or remove any college codes you wish.

Before you begin Step 6, make sure you have...

- The names and addresses of the college(s) that you would like to receive your 2001-2002 FAFSA results

If you have these, you are ready to begin Step 6. Please answer the following questions:

Need help with this page?

86-97. Please tell us which schools should receive your information.

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

OPTION 1: I DO NOT KNOW THE FEDERAL SCHOOL CODES I WISH TO ADD
Use this search if you do not know the Federal School code for the school(s) you wish to enter. Enter keyword and state:

Enter Keywords or School Name:
The keywords must:
· Have at least three (3) characters.
· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

86-97. Please tell us which schools should receive your information.

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

OPTION 1: I DO NOT KNOW THE FEDERAL SCHOOL CODES I WISH TO ADD
Use this search if you do not know the Federal School code for the school(s) you wish to enter. Enter keyword and state:

Enter Keywords or School Name:

The keywords must:
· Have at least three (3) characters.
· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

City:

State: Select

Search, if match found

Search If match not found

OPTION 2: I KNOW THE FEDERAL SCHOOL CODES I WISH TO ADD
Use this option to verify school codes you already know. If you know the federal school codes, then enter school code numbers to verify these are the schools you wish to enter (you may enter up to 6 federal code codes to verify):

Enter Federal School Code(s):
You may enter up to 6 school codes
Valid values are: 000000-099999. The first position must be 0 (zero), B, E, or G.

verify

Previous

Previous, if "independent" student

Previous, if "dependent" student

Need help with this page?

	Save for Later	View FAFSA Summary	Exit
	Save for Later	View FAFSA Summary	Exit

Notes about this screen:

- User can insert school code, school and state manually in to the fields above, but this must be validated on submit of this page otherwise, user can use the the FSC worksheet to open in window, values received in this worksheet will be populated into answer field for Questions 86-97.

- See NCS Spec Doc 12-611 for federal school code requirements.

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Need help with this page?: app/page_help/chelp_s6.htm
Search, if match found: app/FillOutApp/filloutapp_step6b.htm
Search If match not found: app/FillOutApp/filloutapp_step6c.htm
verify: app/FillOutApp/filloutapp_step6f.htm
Save for Later: app/FillOutApp/save_app.htm
View FAFSA Summary: app/Shared_Pages/FAFSA_summary.htm
Exit: app/FillOutApp/exit_app.htm

Image Files:

TBD

Basic Flow, continued

#		Events	Data Elements	Wireframe
4	←	System displays web page: Federal School Codes	List of school name next to school code for every non-empty szINSTCODE1, szINSTCODE2, SzINSTCODE3, szINSTCODE4, szINSTCODE5, szINSTCODE6. For school code that can't be verified, display "No Match Found" next to it.	app\FillOutApp\filloutapp_step6f.htm
5	→	Applicant checks appropriate boxes to: Add to my List		
6	→	Applicant selects from dropdown list: Housing Plans	Housing Plans Dropdown list	
7.1	→	Applicant chooses **SUBMIT CHECKED SCHOOLS**	Corresponding school code => [szINSTCODE1], [szINSTCODE2], [szINSTCODE3], [szINSTCODE4], [szINSTCODE5], [szINSTCODE6]; And corresponding housing code => [szHSECODE1], [szHSECODE2], [szHSECODE3], [szHSECODE4], [szHSECODE5], [szHSECODE6].	

app\FillOutApp\filloutapp_step6f.htm

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Step 6: List Schools You Want to Receive Your Results

Need help with this page?

86-97. Federal School Codes

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

Results for Federal School Code Number(s):
Please select your Housing Plan from the dropdown list.

Add to my List	Federal School Code	School Name	Housing Plan
☐	012095	ST MARY'S COLLEGE OF MARYLAND	Select ▼
☐	002103	<college V>	Select ▼
	011644	No Match Found	
☐	002105	<college X>	Select ▼
☐	002106	<college Y>	Select ▼
	002106	No Match Found	

Submit Checked Schools

Submit Checked Schools

OR:

86-97. Federal School Codes

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

Results for Federal School Code Number(s):

Please select your Housing Plan from the dropdown list.

Add to my List	Federal School Code	School Name	Housing Plan
		City: [ ]	
		State: [Select ▼]	
		Search, if match found Search If match not found	
	011644	No Match Found	
☐	002105	<college X>	[Select ▼]
☐	002106	<college Y>	[Select ▼]
	002106	No Match Found	

[Submit Checked Schools]

Submit Checked Schools

OR:

Save Checked Schools and Verify More Federal School Code(s)

Enter Keywords or School Name:

The keywords must:

· Have at least three (3) characters.

· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

City:

State: Select

Search, if match found

Search If match not found

Need help with this page?

Save for Later

View FAFSA Summary

Exit

Notes about this screen:

- User can insert school code, school and state manually in to the fields above, but this must be validated on submit of this page otherwise, user can use the the FSC worksheet to open in window, values received in this worksheet will be populated into answer field for Questions 86-97.

- See NCS Spec Doc 12-611 for federal school code requirements.

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Your Household Info: app/FillOutApp/filloutapp_step5a.htm
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Submit Checked Schools: app/FillOutApp/filloutapp_step6h.htm
verify: app/FillOutApp/filloutapp_step6g.htm
Search, if match found: app/FillOutApp/filloutapp_step6d.htm
Search If match not found: app/FillOutApp/filloutapp_step6e.htm
Save for Later: app/FillOutApp/save_app.htm
View FAFSA Summary: app/Shared_Pages/FAFSA_summary.htm
Exit: app/FillOutApp/exit_app.htm

Image Files:

TBD

Basic Flow, continued				
#		Events	Data Elements	Wireframe
8	←	System displays web page: School Codes	[szINSTCODE1], [szINSTCODE2], [szINSTCODE3], [szINSTCODE4], [szINSTCODE5], [szINSTCODE6], [szHSECODE1], [szHSECODE2], [szHSECODE3], [szHSECODE4], [szHSECODE5], [szHSECODE6]. List of school code, school name, and housing plans that have been selected by the applicant. If the applicant selects fewer than 6 schools, display "not selected" for all three fields for missing schools. It's display only.	app\FillOutApp\filloutapp_step6h.htm
9.1	→	**Use case ends.**		
	→	**BEGIN STEP 7: PROVIDE PREPARER INFO**		app\FillOutApp\filloutapp_step7a.htm
	→	**PREVIOUS**		If independent, continue at: app\FillOutApp\filloutapp_step5a.htm If dependent, continue at: app\FillOutApp\filloutapp_step5a_x.htm

app\FillOutApp\filloutapp_step6h.htm

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Step 6: List Schools You Want to Receive Your Results

Need help with this page?

86-97. The following schools will receive your information:

You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to (if you are applying to more than six colleges, please select this link to find out what to do).

If you would like to delete one of the schools you have listed below, select the "Delete this school" button to the right of that school.

If you have less than 6 schools listed, you may add additional schools using the "Select School(s)" button to the right of the first unassigned row.

Federal School Code	Name of College	Housing Plan	
86. 111111	ST MARY'S COLLEGE OF MARYLAND	87. Off Campus	Delete this school
88. 000001	BEAVER COLLEGE	89. On Campus	Delete this school
90. 000002	LOYOLA COLLEGE	91. With Parents	Delete this school
92. Not selected	Not selected	93. Not selected	Select School(s) Select School(s)
94. Not selected	Not selected	95. Not selected	
96. Not selected	Not selected	97. Not selected	

Need help with this page?

[Previous]
Previous

[Begin Step 7: Provide Preparer Info]
Begin Step 7: Provide Preparer Info

[Save for Later]
Save for Later

[View FAFSA Summary]
View FAFSA Summary

[Exit]
Exit

Notes about this screen:

- User can insert school code, school and state manually in to the fields above, but this must be validated on submit of this page otherwise, user can use the the FSC worksheet to open in window, values received in this worksheet will be populated into answer field for Questions 86-97.

- See NCS Spec Doc 12-611 for federal school code requirements.

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Your Student Status: app/FillOutApp/filloutapp_step3a.htm
Your Parents' Info: app/FillOutApp/filloutapp_step4a.htm
Your Household Info: app/FillOutApp/filloutapp_step5a.htm
Need help with this page?: app/page_help/chelp_s6.htm
please select this link to find out what to do: app/FillOutApp/filloutapp_step6h.htm#
Select School(s): app/FillOutApp/filloutapp_step6a.htm
Previous, is "independent" student:app/FillOutApp/filloutapp_step5a.htm
Previous, if "dependent" student: app/FillOutApp/filloutapp_step5a_x.htm
Begin Step 7: Provide Preparer Info: app/FillOutApp/filloutapp_step7a.htm
Save for Later: app/FillOutApp/save_app.htm
View FAFSA Summary: app/Shared_Pages/FAFSA_summary.htm
Exit: app/FillOutApp/exit_app.htm

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Alternate Course 1
Title: Applicant chooses Option 1: I Do Not Know the Federal School Codes I Wish to Add.
Assumptions:

#	Assumptions
1	Applicant chooses Option 1: I do not know the federal school codes I wish to add.

Alternate Flow					
#		Events	Data Elements	Wireframe	
1.2	→	Applicant chooses Option 1: I do not know the federal school codes I wish to add.			
	→	Continues at #2 in the Federal School Code Search within Use Case.			
	→	**Use Case Ends.**			

Alternate Course 21

Title: Applicant selects no record and chooses to verify again.

Assumptions:

#	Assumptions
1	Applicant enters valid school code.
2	Applicant selects **VERIFY.**
3	System does not find any school name associated with code or does find, but applicant does not select any of them.
4	Applicant enters valid federal school code to verify again.
5	Applicant selects **VERIFY.**

Alternate Flow				
#		Events	Data Elements	Wireframe
7.2	→	Continues at step #2**.**		

Alternate Course 32

Title: Applicant selects schools and chooses to verify again.

Assumptions:

#	Assumptions
1	Applicant enters valid school code.
2	Applicant selects **VERIFY.**
3	System returns school name associated with code.
4	Applicant selects some schools
5	Applicant enters valid federal school code to verify again.
6	Applicant selects **VERIFY.**

Alternate Flow				
#		Events	Data Elements	Wireframe
7.3	→	Applicant enters data to: Enter School Code(s)	=> szINSTCODE1, szINSTCODE2, szINSTCODE3, szINSTCODE4, szINSTCODE5, szINSTCODE6, At least one of the code should not be blank when applicant clicks on **VERIFY**	
	←	System displays web page: Federal School Codes	List of school name next to school code for every non-empty szINSTCODE1, szINSTCODE2, SzINSTCODE3, szINSTCODE4, szINSTCODE5, szINSTCODE6. For school code that can't be verified, display "No Match Found" next to it. Also, list of school code, school name, and housing plan that have been previously selected. All these schools will be check-marked.	app\FillOutApp\filloutapp_step6g.htm
	→	Continues at Step #5		

app\FillOutApp\filloutapp_step6g.htm

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Step 6: List Schools You Want to Receive Your Results

Need help with this page?

86-97. Federal School Codes

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

Results for Federal School Code Number(s):
Please select your Housing Plan from the dropdown list.

Add to my List	Federal School Code	School Name	Housing Plan
☐	012095	<college W>	Select
☐	002103	<college V>	Select
	011644	No Match Found	
☐	002105	<college X>	Select
☐	002106	<college Y>	Select
	002106	No Match Found	

School(s) You Have Selected to be Added to Your FAFSA Application.			
	Federal School	School Name	Housing Plan

86-97. Federal School Codes

Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.

Results for Federal School Code Number(s):
Please select your Housing Plan from the dropdown list.

Add	Federal	School Name	Housing Plan
		verify	
☐ OR:	002103	<college V>	Select ▼

Save Checked Schools and Search for Federal School Codes
Enter Keywords or School Name:

The keywords must:
· Have at least three (3) characters.
· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

City:

State: Select ▼

Search, if match found
Search If match not found

verify

OR:

Save Checked Schools and Search for Federal School Codes

Enter Keywords or School Name:

The keywords must:

· Have at least three (3) characters.

· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').

City:

State: Select ▼

Search, if match found

Search If match not found

Need help with this page?

Save for Later	View FAFSA Summary	Exit
Save for Later	View FAFSA Summary	Exit

Notes about this screen:

- User can insert school code, school and state manually in to the fields above, but this must be validated on submit of this page otherwise, user can use the the FSC worksheet to open in window, values received in this worksheet will be populated into answer field for Questions 86-97.

- See NCS Spec Doc 12-611 for federal school code requirements.

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Your Household Info: app/FillOutApp/filloutapp_step5a.htm
Need help with this page?: app/page_help/chelp_s6.htm
Submit Checked Schools: app/FillOutApp/filloutapp_step6h.htm
verify: app/FillOutApp/filloutapp_step6g.htm
Search, if match found: app/FillOutApp/filloutapp_step6d.htm
Search If match not found: app/FillOutApp/filloutapp_step6e.htm
Save for Later: app/FillOutApp/save_app.htm
View FAFSA Summary: app/Shared_Pages/FAFSA_summary.htm
Exit: app/FillOutApp/exit_app.htm

Image Files:

TB D

Alternate Course 4~~3~~
Title: Applicant chooses to search.
Assumptions:

#	Assumptions
1	Applicant enters school code.
2	Applicant selects **VERIFY.**
3	System displays school name associated with code.
4	Applicant enters valid keyword or school names**.**
5	Applicant selects **SEARCH.**

Alternate Flow				
#		Events	Data Elements	Wireframe
7.4	→	Continues at step #2 in use case *Federal School Code Search within Application***.**		

Alternate Course 54
Title: Applicant chooses to delete a school, but there are still schools selected.
Assumptions:

#	Assumptions
1	Applicant has done successfully search or verification of school codes
2	Applicant selects **DELETE THIS SCHOOL.**
3	There are still schools that applicant has selected.

Alternate Flow				
#		**Events**	**Data Elements**	**Wireframe**
9.2	→	Applicant chooses to **DELETE THIS SCHOOL.**		
	←	System deletes row.	Corresponding [szINSTCODE?] (?: 1-6) and [szHSECODE?] (?: 1-6) will be set to empty.	
9.2.1	→	Continues at step #8.		

Alternate Course 65

Title: Applicant chooses to delete the last selected school.

Assumptions:

#	Assumptions
1	Applicant has done successfully search or verification of school codes and is at the final page (\app\FilloutApp\filloutapp_step6h.htm)
2	Applicant selects **DELETE THIS SCHOOL.**
3	There is no school that applicant has selected.

Alternate Flow				
#		Events	Data Elements	Wireframe
9.2.2	→	Continues at step #1 of use case *Federal School Code Search within Application* (if choose to search) or use case *Federal School Code Verify within Application* (if choose to verify).		

Alternate Course 76
Title: Applicant chooses to select more schools.
Assumptions:

#	Assumptions
1	Applicant has done successfully search or verification of school codes and is at the final page (\app\FilloutApp\filloutapp_step6h.htm)
2	Applicant selects **SELECT SCHOOL(S).**

Alternate Flow				
#		Events	Data Elements	Wireframe
9.3	→	Applicant chooses to **SELECT SCHOOL(S).**		
	→	Continues at step #1 of use case *Federal School Code Search within Application* (if choose to search) or step #1 of use case *Federal School Code Verify within Application* (if choose to verify).		

9. Business Rules

#	Business Rules
1	The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)
2	By default, applicant can skip any data entry field. Fields that cannot be skipped will either have specification in Data Element field or have validation function ISNOTBLANK() listed for the variables that hold the input data, in Glossary.
3	When doing federal school code verification, either page filloutapp_step6f.htm or filloutapp_step6g.htm will be displayed. The former will be displayed when there is NO previous selected schools and the latter will when there IS.
4	The rules for verification are as following: • match is not case-sensitive • exact match
5	Applicant may enter codes into any of the six input fields. Therefore, need to verify every szCOLCODE? (where ? stands for 1-6) which is not blank.
6	Both the Federal school code search and code verification are put in the same starting page (wireframe \app\FilloutApp\filloutapp_step6a.htm), but in different sections. Applicant can enter data into any fields in that page. When applicant clicks on the **VERIFY** button, the verify function is performed and hence, the data entered into the search section will be ignored; vice versa.
7	This process is for year 2001-2002 only.
8	For school year 2001-2002, login the database with DSN alias FOTWMF12P and access table FAFSAMF.TCPS2052. Need to design a stored procedure to handle this database query in detailed tech design/implementation phase.

10. Navigation Links

#	Navigation Links
1	Selecting **EXIT** button will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and home.htm as parameter for destination
2	Selecting **FAFSA ON THE WEB LOGO** will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and home.htm as parameter for destination
3	Selecting **HOME** will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and home.htm as parameter for destination
4	Selecting **CONTACT US** will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and contact.htm as parameter for destination
5	Selecting **GENERAL HELP** will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and help.htm as parameter for destination
6	Selecting **FAFSA FAQ** will continue at use case **Exit FAFSA** passing current URL as parameter for origination, and FAQ001.htm as parameter for destination
7	Selecting **NEED HELP WITH THIS PAGE** will continue at template page specific help passing current URL as parameter
8	Selecting **FAFSA ON THE WEB INTRO** will continue at app\FillOutApp\filloutapp_intro.htm
9	Selecting **INFO ABOUT YOU** will continue at app\FillOutApp\filloutapp_step1a.htm
10	Selecting **YOUR FINANCES** will continue at app\FillOutApp\filloutapp_step2a.htm
11	Selecting **YOUR STUDENT STATUS** will continue at app\FillOutApp\filloutapp_step3a.htm
12	Selecting **YOUR PARENTS' INFO** will continue at app\FillOutApp\filloutapp_step4a.htm
13	Selecting **YOUR HOUSEHOLD INFO** will continue at app\FillOutApp\filloutapp_step5a.htm
14	Selecting **SAVE FOR LATER** will continue at Save For Later Use Case (app\FillOutApp\save_app.htm.htm)
15	Selecting **VIEW FAFSA SUMMARY** will continue at View FAFSA Summary Use Case

	(app\Shared_Pages\FAFSA_summary.htm)

11. Referenced Use Cases

#	Related Use Cases
1	Federal School Code Search within Application
2	Fill Out FAFSA
3	Spanish FAFSA